

Bulletin to Property Owners – October 2021

Dear Property Owners,

The Department of Housing Preservation and Development (HPD) periodically provides updates on new legislation and information on available materials and resources to residential building owners to support compliance with the New York City Housing Maintenance Code, the New York State Multiple Dwelling Law and other relevant city codes. Visit the [HPD website](#) to read this bulletin (and past bulletins) in other languages.

This publication is intended for informational purposes only and is not intended as legal advice. This information is not a complete or final statement of all the duties of owners and tenants regarding laws and rules relating to housing in New York City.

Heat Season Started October 1st

Under the [Housing Maintenance Code](#) section 27-2029, building owners are legally required to provide heat to their tenants. **Heat must be provided between October 1st and May 31st, under the following conditions:**

Day

Between the hours of 6:00am and 10:00pm, if the outside temperature falls below 55 degrees, the inside temperature is required to be at least 68 degrees Fahrenheit.

Night

Between the hours of 10:00pm and 6:00am, the inside temperature is required to be at least 62 degrees Fahrenheit.

Bedbug Annual Reports

Property owners of multiple dwelling(s) are required to:

- File an [Bedbug Annual Report](#) with HPD every year between December 1 and December 31. **See below for detailed information about what needs to be filed and how to file. This report should only take between 5-10 minutes to file.**
 - **Note that** If the building is not registered with HPD with a registration expiration of **August 31, 2022**, you will not be able to file this report. Property owners can register by visiting the [Property Registration Online System \(PROS\)](#), completing that form, paying any required fee and mailing the registration form to HPD.
- After filing the report and receiving the receipt from HPD, the owner is required to:
 - provide the receipt from HPD to occupants upon lease commencement or renewal OR post the report in a prominent public location within the multiple dwelling.
 - keep a record of how the report was provided to occupants.

- either distribute or post a copy of the Department of Health and Mental Hygiene’s [Bedbug Information Notice](#). This notice provides information about the prevention, detection, and removal of bedbug infestation. The form must be posted within 60 days of the filing of the Bedbug Annual Report.

What information are property owners required to file?

Property owners are required to file the following based on the bedbug activity in the building between November 1, 2020 and October 31, 2021:

1. **Total dwelling unit count.** The total number of units in the multiple dwelling (whether or not the unit is occupied).
2. **Infested dwelling unit count.** The number of units, as reported by a tenant or otherwise known to the property owner, to have had a bedbug infestation for the reporting period and annually for each subsequent report.
3. **Eradication measures dwelling unit count.** The number of units where eradication measures were employed for the reporting period.
4. **Re-infested dwelling unit count.** The number of units that reported having a bedbug infestation after eradication measures were employed for the reporting period and annually for each subsequent report.

Do property owners need to file a Bedbug Annual Report even if the building is bedbug free?

Yes.

Are property owners required to file bedbug infestation history for each dwelling unit?

Property owners are required to file an aggregate report of the bedbug infestation history of the multiple dwelling that includes infestation history for all units – not an infestation history for an individual dwelling unit.

What if a tenant doesn’t want to provide bedbug infestation history?

The owner must employ best efforts to obtain information from all units.

Do hotels have to file the Bedbug Annual Report?

Yes.

Are co-operatives and condominiums required to file the Bedbug Annual Report?

Yes, if any units are leased out by the coop or condo owner. Bedbug infestation history should be collected by the dwelling unit owner for any non-owner occupied co-op or condo unit. The dwelling unit owner should then submit the information to the coop or condo board for inclusion in the submission of one infestation history for the entire building to HPD.

Can an owner create one log-in account and file all Bedbug Annual Reports through that log-in?

Yes.

Can owners create their own template of the Bedbug Annual Report Filing Receipt to distribute to tenants or to post in a prominent location? No. Property owners are required to distribute or post the electronic form established by HPD.

Are property owners required to distribute the Bedbug Annual Report to tenants that renewed a lease or signed a vacancy lease during the filing period? Property owners are required to provide bedbug infestation history upon commencement of a new lease or renewal tenancy lease that begins **after** submission of the Bedbug Annual Report.

Who can be contacted if there are issues with filing a Bedbug Annual Report or accessing the Bedbug Portal? Issues with the filing can be reported via email to HPD at enforcementdesk@hpd.nyc.gov.

What happens if I do not file Bedbug Annual Report? A violation will be issued to the property owner for failure to file.

Reminder: Property Registration

Property Registration was due September 1st: If you submitted your registration after September 1st, HPD will be validating your submission in the order in which it was received and as quickly as possible. You may be delayed in your ability to file for Dismissal Requests, file certifications, etc. Please be sure to submit your property registration well in advance of the deadline for the 2022-2023 registration season.

For more information on who is required to register and how to register, go to [HPD's webpage](#) or please reach out to the Registration Assistance Unit via email (Register@hpd.nyc.gov) or telephone (212-863-7000).

Please note that our offices are not currently open for walk-in registration assistance due to COVID-19.
